

Education and Promotion

Overview

Introduction

We've focused on identifying and controlling specific hazards. Another administrative method of controlling hazards is through safety education and promotion. Only when management, supervisors, and employees are motivated to abide by safe work practices and are sufficiently knowledgeable about the risks, will there be a reduction in mishaps. In this module we will discuss three areas that will provide the necessary information and motivation to maintain a safe work environment. These areas are

- training
- safety meetings, and
- safety promotion.



Learning objectives

You will be able to

- discuss why training and promotion is important, and
- describe various types of safety training.

Your responsibility

Your responsibilities as a supervisor include the following:

- Provide your employees with sufficient information and training to perform their jobs safely. This includes specialized training on specific hazards associated with the work to be performed.
- Provide periodic SOH training and information to employees at the frequency needed to control the risk to the employees (e.g., quarterly safety meetings, weekly tailgate meetings, daily briefings on weather conditions, new hazardous conditions, or lessons learned from recent mishaps).
- Document all safety education and training.

If you think education is expensive, try ignorance.

Derek Bok

Training Overview

Introduction

Training is crucial to ensuring that you understand the dangers that the work environment poses. Understanding what training needs your employees have and providing that training will result in a safe and healthful work environment.

DLA Safety and Occupational Health Training Plan (DSTP)

Supervisors are not left to their own resources to make decisions about required safety training. The DSTP provides supervisors with a single reference providing links from job task to the training required by Federal agencies (i.e., OSHA). Supervisors assign skill codes to each of their employees that correspond to that individual's job tasks. Regulatory required training for each employee is selected based on the skill code(s).

Recording training

All SOH employee training will be recorded on the Standard Form (SF) 7B and placed in the employee's personnel file with copies of training certificates. Training records must include the following:

- Name of the trainee
- Type of training performed
- Date training completed
- Name of trainer

Types of training

There are three types of training. They are:

- SOH Program training: Supervisors, ADSMs, and employee representative training relating to OSHA standards and the DLA SOH program requirements.
- General employee training: includes new employee/transfer orientation, safety and health topics relating to all employees.
- Task-specific training: includes specialized training required to perform a specific task, such as electrical repairs, welding, torch cutting, and confined space entry. OSHA requires much of this training.

Safety Program Training

Supervisory training

Supervisory training informs DLA supervisors of their responsibility for the safety and health of personnel and the protection of property. Supervisors at all levels will receive a minimum of 4 hours of initial SOH training. The field activity or Installation SOHO is encouraged to modify the training to meet local needs, and may include the following topics:

- Introduction to the SOH Program
- OSHA regulations
- Responsibilities
- Risk Management
- Hazard identification and control
- Mishap Prevention
- Mishap investigating and reporting
- Industrial Hygiene
- Occupational Medical Surveillance
- Ergonomics
- Personal Protective Equipment
- Office Safety

Supervisor refresher training

Supervisors may also need annual refresher training appropriate to the needs of the individual and as determined by the field activity SOHO.

ADSM training

ADSMs will receive adequate training to achieve the technical competence necessary to perform their assigned safety and health duties. They will attend the DLA Safety Monitor course or a locally developed equivalent.

Employee union representatives

Recognized employee representatives will receive SOH Program training to enable them to assist in ensuring safe and healthful working conditions and practices, to conduct workplace safety and health inspections, and other training as required in the locally negotiated contract.

Employee General Training

Introduction

Employee general training covers topics that apply to all employees regardless of their job tasks. Much of this training is provided in informal safety meetings or on-the-job.

Employee knowledge of the overall safety program

DLA personnel must be informed of the location and means to contact the local safety and health office(s) serving the activity, facility, or unit where they work. They should be informed about the nature and scope of program information, applicable regulations, basic reference standards, and specialized consultations that are available.

New employee training

Supervisors at all levels will train their employees initially to prevent mishaps, injuries, and illnesses. SOH training is provided for all new employees and for all employees who are reassigned from jobs where the hazards were significantly different. The supervisor should conduct this training. This orientation must include the following:

- Field activity safety and health policy to include employee rights and responsibilities
- General safety and health requirements
- Known hazardous operations and conditions, and procedures to follow to prevent mishaps
- Mishap reporting responsibilities and compensation rights and requirements
- The need to identify hazardous operations to supervisors for corrective action
- Employee hazard reporting policy
- First aid/medical services availability and use
- Fire prevention responsibilities and procedures, in event of fire
- Emergency procedures in event of hurricane/tornado or other hazardous natural phenomena
- The location of the OSHA poster, SOH standards, and DLA SOH records
- The authority of employees to contact OSHA

Employee refresher training

Refresher training should be developed and accomplished in accordance with the requirements of the job. Supervisors will provide periodic SOH training and information to employees at a frequency needed to control employee risk.

Other general training topics

These are other generalized training topics for all employees:

- Office safety
- Ergonomics
- Housekeeping
- Proper lifting techniques

Task Training

Introduction

Many occupations require skill training ensuring an employee can accomplish assigned tasks without creating a hazardous condition, causing an injury or illness to himself or others, and/or property damage. Task training should be formal and the employee should demonstrate his knowledge and application of all safe operating requirements applicable to his function.

When is task training provided?

Employees assigned to new positions or new tasks will be provided training on the hazards of the new tasks prior to performing the tasks. Training will

- enable employees to perform the work in a safe and healthful manner
- meet or exceed the requirements of the OSHA standard applicable to the hazard or task, and
- be repeated periodically, as needed, to meet OSHA requirements or to reduce risk to employees.



Examples of task training

Examples of task training requirements include, but are not limited to, the following:

- Permit-required Confined Spaces
- Lockout/tagout
- Powered Industrial Vehicles
- Traffic Safety
- Hazard Communication
- Personal Protective Equipment (PPE)
- Respiratory Protection
- Asbestos



Employee health training

When health aspects of specific job hazards are involved, the safety and health program is provided by the occupational health staff or the Industrial Hygienist. Training is provided to personnel involved in occupations with identified health hazards, ensuring they are

- aware of the health hazards associated with their occupation
- informed of safe and healthful work practices, and
- educated in the use of appropriate PPE.

Note: Records of individual health hazard training including use and care of PPE must be recorded.

Regulatory Required Training

Introduction

The following table lists regulatory required safety training. The listing is not all-inclusive. Do not use this as your single guide for safety training requirements. Check with your field activity SOHO to determine if there are any additional topics that apply to your local work environment.

TRAINING TOPIC	REFERENCE All references are from the 29 CFR unless otherwise noted.
SAFETY PERSONNEL	
Supervisor	1960.55
Safety Monitor	1960.58
Union Representative	1960.59(b)
ALL EMPLOYEES	
New Employee/Transfer Orientation	1960.59(a)
Hazard Reporting	1960.59(a)
Mishap Reporting	1960.59(a)
Office Safety	1960.59(a)
Housekeeping	1960.59(a)
Bloodborne Pathogens	1960.59(a)
Proper Lifting	1960.59(a)
Emergency Fire Procedures	1910.38(b)(4)(i)
Emergency Action Procedures	1910.38(a)(5)(i)
Ergonomics	DLAI 6055.1, Encl 8
HAZCOM	1910.1200(h)
TASK/HAZARD SPECIFIC	
Material Handling	1910.176/1960.59(a)
Hand and Power Tools	1910.242(a)/1960.59(a)
Defensive Driving	1960.59(a)
Stairway and Ladder Safety	1910.24-.27/1960.59(a)
CPR	1960.59(a)
First Aid	DLA-CAAE Ltr Dtd Feb 1992
Designated Fire Fighter	1910.157(g)(3)
Fire Extinguisher	1910.157(g)(1)
Personal Protective Equipment	1910.132(f)
Hearing Protection	1910.95(k)
Respirator Protection	1910.134(k)
Powered Industrial Truck Operation	1910.178(l)
MHE: Overhead and Gantry Cranes	1910.179
MHE: Crawler Locomotive and Truck Cranes	1910.180(i)(5)(ii)
Confined Space Entry	1910.146(g)
Process Safety Management	1910.119(g)(1)(i)
Lockout/Tagout	1910.147(c)(7)

Regulatory Required Training, Continued

TRAINING TOPIC	REFERENCE All references are from the 29 CFR unless otherwise noted.
TASK/HAZARD SPECIFIC, Continued	
Electrical Safety—Qualified Personnel	1910.332
Electrical Safety—Unqualified Personnel	1910.332
Bloodborne Pathogens—Occupational Exposure	1910.1030(g)(2)
Powered Platforms, Manlifts, & Work Platforms	1910.66(i)(1)
Welding and Torch Cutting	1910.252–1910.255
Fall Protection	1910.66 Appendix C/ 1910.28(i)&(j)
Cylinders	1910.101/1910.253/ DLAR 4145.25
HAZWOPER (Awareness Level)	1910.120(q)(6)(i)
HAZWOPER (Operations Level)	1910.120(q)(6)(ii)
HAZWOPER, TSDF, Current Employees	1910.120(p)(7)(ii)
HAZWOPER, TSDF, New Employees	1910.120(p)(7)(i)
HAZWOPER, Occasional Workers	1910.120(e)(3)(ii)
HAZWOPER, Occasional Workers, Low Risk	1910.120(e)(3)(iii)
HAZWOPER, General Site Worker	1910.120(e)(3)(i)
Health Hazards (Toxic & Hazard Substances)	1910.1001–.1047
Lab Safety	1910.1450(f)
Explosives: Drivers	1910.109(d)(3)
Ionizing Radiation	10 CFR 19.12
Transportation of HM or HW	49 CFR 172 Subpart H
COMMENTS	
<ol style="list-style-type: none"> References to 29 CFR Part 1910 are used when there is a specific OSHA requirement for training in that topic area. 29 CFR 1960.59(a) states, in part, “Each agency shall provide appropriate safety and health training for employees including specialized job safety and health training appropriate to the work performed by the employee . . .”. When the Part 1960 reference is used, understand that this paragraph does not dictate specific types of training. Each agency must determine what training will be provided to meet Part 1960.59(a). The list above includes topics that DLA has identified as appropriate for its workforce and are identified in the DSTP. Check with your field activity SOHO to determine if there are any additional topics that apply to your local work environment. 	

Check Your Knowledge

Training

Answer the following questions about safety training and promotion.

1. It is the local safety office's responsibility to schedule safety and health training.

a. True

b. False

2. List the three categories of safety training.

Safety Meeting Overview

Introduction

Meetings are widely used as an important safety tool. They are an essential part of an effective safety program. Safety meetings can be upbeat, leaving workers feeling good about the subject and the meeting leader. Unfortunately, these meetings may also be boring and unproductive. Good planning will result in an informative and motivating safety meeting.

What constitutes a safety meeting?

What constitutes a safety meeting usually depends on your command and safety professionals' recommendation. Most activities have specific requirements. Remember, safety meetings and safety training do not always mean the same thing. Safety meetings may take a variety of forms such as the following:

- Monthly safety meetings
- Quarterly safety meetings
- Weekly tailgate meetings
- Daily briefings on weather conditions, or new hazardous conditions
- Lessons learned from recent mishaps

For most supervisors, a safety meeting includes a review of recent mishaps, covering new procedures or hazards, and training on a general safety topic. This is the type of safety meeting that we will focus on. Remember, it is your responsibility to contact your SOHO to determine your local meeting requirements.

Preparing for the Safety Meeting

Procedure for preparation

There are four steps to follow when preparing for a safety meeting. They are the following:

Step	Procedure
1	Determine the content or focus.
2	Outline the agenda.
3	Create a format with a good mix.
4	Select the location and time.

See the descriptions of these steps below.

Determine the content or focus

The meeting content or focus should emphasize any current safety issues within your work area.

- Plan to review any mishaps that have occurred.
- Identify any new hazards that are present. Are there new procedures, regulations, or policies that should be covered with the employees?
- Review items from your local safety calendar, which has monthly emphasis topics.
- Consider information about safety issues outside of work, such as winter or summer safety.

Outline your agenda

The agenda will identify what happens and when. The agenda will be brief. It should include a sequential listing of topics for discussion, key points you want to emphasize, and activities (i.e., videos). You may also include estimated time for each portion of the agenda. This will keep the meeting on schedule.

Create a good mix in your agenda

When you plan the agenda, try to create a good mix of presentation approaches. Along with lectures, try using group interaction and/or visual aids, i.e., videos, handouts, and slides. This will keep interest high. All materials should be up-to-date, accurate, and attractive. Remember to explain any difficult ideas or information.

Select the location and time

Select a location and time that will provide the best opportunity for maximum employee attendance. Early in the shift is usually when everyone is alert. The location should also allow for the minimum number of distractions.

Conducting the Safety Meeting

Introduction

Prior planning will make conducting the safety meeting much easier. You will have thought out the topics and information you want to cover. This will allow you to focus on ensuring the employees understand the information and create an open atmosphere for discussion.

Who conducts the safety meeting?

Supervisors are responsible for ensuring employees remain informed about safety issues. Unless local policy dictates otherwise, your safety monitor may plan and conduct the meeting on your behalf. When the monitor plans the meeting, you should review the agenda prior to the meeting and add topics, if necessary. Your attendance at the meeting itself will lend credence to the importance of safety within your work area.

Guidelines for a great meeting

These guidelines will ensure you have an effective meeting:

- Give yourself time to plan.
- Schedule the meeting at the beginning of the shift when everyone is alert.
- Use visual aids—strong videos or handouts.
- Ask people for suggestions.
- Do not criticize anyone's ideas.
- Respect the audience—do not condescend.

Note: During lectures, group participation, and questions, never condescend. Use the knowledge workers bring to their jobs. Encourage them to offer ideas, and do not criticize or ridicule. Also, remember that if someone asks a question, it is better to say, "I don't know; I'll check on it," than to try to bluff your way through it. Your honesty is a sign of respect.

Documentation

A document listing dates, topics, location, time, and attendees should be maintained on file for review.

Follow-up

At the end of the meeting, describe your follow-up plan and let the workers know what you expect of them. Workers will know that you are committed, and that will reinforce their commitment.

Promoting Safety

Introduction

This section deals primarily with promoting and maintaining interest in the Program on the part of all employees. Promoting safety and occupational health is a prime function of management and the safety and health professional. The success of the mishap prevention effort is founded in the desire of employees to work safely. Each field activity may establish a promotion program designed to satisfy the local need.



Management's role

Management's role is a prime factor in promoting the Program. Management at all levels must demonstrate its interest and actively support the Program before it can be sold effectively to the employees.

Awards

The use of awards is a helpful promotional element. In order to be effective, awards must be meaningful and presented only to those individuals or organizations that are truly deserving. The winning and displaying of a multiplicity of awards may detract from the true value of the program, particularly if the awards are given too freely. The awards should be separate and distinct from the Incentive Awards Program. They should be awarded to recognize individuals or groups who, through careful attention to the performance of assigned duties, attain excellent records in mishap prevention.

Safety and health promotional materials

An unlimited supply of promotional materials is available from numerous sources. The choice of promotional activity and material varies and must be designed to satisfy the specific need of the local unit. Devices and gimmicks are helpful in promoting employees' safety and health interests. Some of the most often used are meetings, contests, suggestion systems, bulletin boards, publications, signs, and slogans.

Bulletin boards

Every establishment, regardless of size, should have at least one bulletin board devoted to safety and health. This is the place to post the DoD Poster, DLA Form 1404s, Summary of Injuries and Illnesses, and other safety-related material. It is important that the board be well made, attractive, well finished, and properly maintained as follows:

- Material should be arranged neatly, and outdated material removed regularly.
- Posters and notices should be rotated often.
- Lighting should be good.
- The boards should be located where they can be seen easily by all employees.

Summary

Key points

In this module we discussed these three methods to administratively control hazards:

- Training
- Safety meetings
- Safety promotion

Learning objectives

You should be able to

- discuss why training and promotion is important, and
- describe various types of safety training.

Looking forward

Effective training and education will motivate employees to report hazards. This is essential in preventing mishaps. Supervisors cannot see all things at all times. Employee reporting of hazards will provide the supervisor with information about unknown hazards that must be controlled.